

CITY OF NEW LONDON
MINUTES OF BOARD OF PUBLIC WORKS MEETING
Monday, November 4, 2019 @ 4:30 p.m.

Members Present: Mike Barrington, Bob Besaw, Lori Dean, Dennis Herter, Mike Pinch

Members Absent:

Council Members: Mayor Henke, Tom O'Connell (arrived at 4:35), Ron Steinhorst (departed at 5:46), John Faucher, Fred Zaug

Others Present: Chad Hoerth; Director of Public Services
Lou Leone, City Administrator
Ben Greuel; WWTF Chief Operator
Michelle Lambrecht; Public Services Administrative Assistant
Ellen Krabbe; Rural Roads ATV Club President
Darlene Casey, Kathleen McIlraith, Scott & Betsy Turenske, Don Casey,
Jim Hoffman, Adam Dobbert, John Zeagen, Julie Blohm, Rita J & Bruce Fleming,
Robin Wilson, Diane Montgomery, Pat Williams, Charlie & Cindy Doughty

Barrington called the meeting to order at 4:31 p.m.; Motion by Dean seconded by Besaw to approve the agenda. *Motion carried by all*

Wastewater Treatment Facility Update: There were no questions or concerns on the WWTF monthly reports.

Approve cost to replace the main electrical breaker at the Wastewater Treatment Facility in the amount of \$9,939 from the 2019 Wisconsin Replacement Fund account: The main breaker for the Wastewater Treatment Facility has been identified as very weak and has a phase imbalance when the emergency generator runs. Greuel and Hoerth are recommending replacing the breaker switch in the amount of \$9,939 using the Wisconsin Replacement Fund account.

Dean moved, seconded by Zaug to approve the replacement of the main electrical breaker at the Wastewater Treatment Facility in the amount of \$9,939 using funds from the Wisconsin Replacement Fund account. Motion carried by all.

Presentation by Rural Roads ATV Club: Ellen Krabbe, President of the Rural Roads ATV Club provided a presentation to the Board promoting the adoption of ATV-UTV routes within the City of New London. *No motion was made on this item.*

Discussion and possible action on ATV/UTV routes in the City of New London: Several individuals from the public provided statements for and against ATV routes within the city. This topic will continue to be reviewed and placed on future agendas for further discussion. *No motion was made on this item.*

Review 2019/2020 snow removal services proposal tabulation for contract award: The Board reviewed the 2019/2020 snow removal services proposal tabulation. The contract would assist the

city in cleaning snow from selected city parking lots and for neglected sidewalks in front of private property. Four proposals were received. Since the proposals were very similar, Hoerth recommended awarding the contract to Rowl's Auto Body and Snow Plowing, who has had this contract the last two years and has been responsive to the city's needs.

Zaug moved, seconded by Herter that council award the 2019/2020 snow removal services contract to Rowl's Auto Body and Snow Plowing. Motion carried by all.

Discussion and possible recommendation on Jeanne Street drainage issues: A discussion was held with design improvements regarding culverts, storm water runoff and drainage issues on Jeanne Street.

Besaw moved, seconded by Herter that the city add the lower of the two Jeanne Street improvement costs to the Capital Projects Budget for consideration. Motion carried by all.

Director's Report: None identified

Other matters: None identified

Next month's agenda items: None identified at this time.

There being no further business a motion was made by Zaug and seconded by Dean to adjourn the meeting at 6:08 p.m. *Motion carried by all.*

Chad Hoerth; Director of Public Services

AGENDA

Unless specifically noticed otherwise, this meeting and all other meetings of this body are open to the public. Proper notice has been posted and given to the media in accordance with Wisconsin Statutes so that citizens may be aware of the time, place and purpose of the meeting.

MEETING NOTICE

BOARD OF PUBLIC WORKS

Monday, November 4th, 2019
4:30 p.m.

Council Chamber, New London Municipal Building

1. Call meeting to order, Adopt Agenda
2. Director's Memo
3. Wastewater Treatment Plant Updates
4. Approve cost to replace the main electrical breaker at the WWTP in the amount of \$9,939.00 from 2019 replacement fund account
5. Presentation by Ellen Krabbe, Rural Roads ATV Club President
6. Discussion and possible action on ATV/UTV routes in the City of New London
7. Review 2019/2020 snow plowing proposal tabulation for contact award
8. Discussion and possible recommendation on Jeanne Street drainage issues
9. Update of future street projects and grant funding opportunities
10. Director's Report
11. Next Month Agenda Items
12. Adjournment

**Mike Barrington, Chairman
Board of Public Works**

Agenda items are listed so as to accurately describe the actions or issue being considered instead of simply the document listing title or the parties to a contract. This is done as such titles or a list of parties to a contract conveys insufficient information to the public on whether a topic or project they are interested in is being considered. It is the policy of the City of New London to comply in good faith with all applicable regulations, guidelines, etc. put forth in the American with Disabilities Act (ADA). To that end, it is the City's intent to provide equal opportunity for everyone to participate in all programs and/or services offered, to attend every public meeting scheduled, and to utilize all public facilities available. Any person(s) in need of an alternative format (i.e. larger print, audio tapes, Braille, readers, interpreters, amplifiers, transcript) regarding information disseminated by the City of New London should notify the City 48 hours prior to a meeting, etc., or allow 48 hours after a request for a copy of brochures, notices, etc. for delivery of that alternative format. Contact ADA Coordinator Chad Hoerth by telephone through: (Relay Wisconsin) – or 920/982-8500 and in person/letter at 215 N. Shawano Street, New London, WI 54961.

Memorandum

To: Board of Public Works

From: Chad Hoerth, Director of Public Services

Date: October 31, 2019

Re: November 4th, 2019 Board of Public Works Meeting

- Approve cost to replace the main electrical breaker at the WWTP in the amount of \$9,939.00 from 2019 replacement fund account- one item Ben had identified in the past few months is the main breaker for the entire WWTP is (in his words) “spongy”. The lever does not feel solid with the internal switching gear. Ben had the electricians with the Digester project look into it and agree the switch is “weak”. One of the lug to the generator connection is also loose and will not tighten further resulting in a phase imbalance when the emergency generator runs. We’re recommending replacing this switch using remaining funds in our 2019 “Wisconsin replacement fund” account (currently sitting at over \$35,000).
- Presentation by Ellen Krabbe, Rural Roads ATV Club President- we had a request by the Rural Roads ATV club for a presentation at the Board of Public Works meeting. Ellen Krabbe, President of the club will be presenting.
- Discussion and possible action on ATV/UTV routes in the City of New London- this topic has been placed on the agenda for further discussion. Mayor Henke found “A Community Official’s Handbook on ATV Route Guidelines and Suggestions” from the Wisconsin DNR which I’ve included in your packet.
- Review 2019/2020 snow plowing proposal tabulation for contact award- enclosed in you packet is the proposal tabulation for contracted snow removal. We utilize some contracted services to assist with cleaning some city parking lots and to assist in keeping the lots around City Hall and the Police Department clean opposite of times

when staff are not working. The proposals were very similar, so it was a bit difficult in picking a contractor for a recommendation on price. Since they are so close I think at this point we can justify awarding the contract to Rowl's Auto Body and Snow plowing as he's had the contract for at least the last two years and had been very responsive to our needs.

Possible/recommend motion: I make a motion to award the 2019/2020 snow removal contract to Rowl's Auto Body.

- Discussion and possible recommendation on Jeanne Street drainage issues- if you recall in the past, we've been working with the Northwood's Villages group and their complaint regarding several culverts that were added under Jeanne street in 2010 which was designed to allow storm water runoff from the south side of Jeanne street to flow to the north. I'll provide more information at the meeting along with some designs for possible improvements to possibly discontinue that practice.
- Update of future street projects and grant funding opportunities- at the meeting I'll provide an update of our future street projects and grant funding opportunities we're applying for. Just as a point for early discussion, I had to change gears a bit regarding the LRIP funding grant which was due November 1st. My intention was to apply for the grant and use it to fund improvements on Werner Allen. Unfortunately during my process to fill out the grant, I found that the program has set entitlement amounts for each county, Waupaca County only receiving an amount of \$73,339.93. Discovering that, I changed gears and looked for a much smaller project to apply for these funds as if we received that full amount for a full Werner Allen reconstruction project, we would still be on the hook for well over 1 million dollars and we don't have that in the budget for the 2021 schedule. So instead, looking at our top streets I determined that a 1 block section of South Shawano Street (Beacon Ave to Cook Street) may be a better fit for these funds as there fewer utilities under them to worry about. I'll also bring the Board up to speed with the other two grants we're seeking.

Directors Report:

- Years of Service Report:
 - None to report on at this time
- Algoma & Beacon Outfalls- The Algoma outfall has been replaced, we're waiting on some concrete and asphalt patching to finish that up. Unfortunately the Beacon outfall is still on hold, the high water levels once again have made that nearly impossible to complete. There is a small chance that if the water levels drop deep enough and there is not a lot of frost in the ground the contractor may be able to complete this as winter work, but time will tell if conditions will allow that.
- Rail Road crossing upgrades- This project as well will unfortunately be put on hold until 2020. We delayed the project for a period of time as Canadian National informed us that they would not be able to fund the improvements in the middle of the tracks as we originally hoped. In early October we decided to try and move forward anyway with the sections we were going to improve and encourage CN to make the improvements inside the tracks at a later date. Unfortunately the delay bumped us from the contractor and sub-contractor schedules to a point that they couldn't commit doing the work this year. So we'll look at continuing conversations with CN to see if we can become a priority in their schedule next year and carry over our contract to 2020.
- On Tuesday November 22nd I was contacted by a DNR rep requesting to set up a meeting the following day regarding our compost site (in the back of Floral Hill). I met the rep at the site and we talked about our operations. Basically we're more of a collection site than a true compost site, and the rep provided me with some expectations of how he would like us to manage our site. One big point was that our permit for the site expired about a year and a half ago. It's a permit that needs to be renewed on an annual basis. We found out that the renewal application was going to Jeff Bodoh's old (and closed) email account so I never received it. The DNR rep will be sending me the information to fill out for a new permit. The other issue he noted at the site was the "junk" people were illegally dumping (couches, building material, etc.). We are not permitted as a waste management dump site so we

cannot allow people to dump there. Our plans are to clean it up by the end of the month and I need to take pictures and send them to the DNR rep documenting that it's been cleaned up. This is one important area we're looking at adding security cameras to so we can catch violators.

- I continue to work on the FEMA reimbursement information. We had a meeting with our FEMA rep on Thursday October 31st which started reviewing our documentation for reimbursement. I think we did a decent job upfront gathering information, but we've got a ways to go with some of the documentation they are requesting.

November 4th 2019 Board of Public Works Meeting

Wastewater Notes

We recently received the televising report for 2019 and I have just started to look at them. The railroad crossing on Industrial Loop Road has three pipe separations that are allowing a significant amount of clear water from the ditches into our sewer system. When I finish going through the report I will make a list of areas that need fixing so we can go out for bids in 2020 to have them fixed all together if possible to save some money.

If you have any concerned citizens that have contacted you regarding the sanitary sewer system please let me know so I can get those problem areas televised to make sure they are not the City's problem.

We were able to haul sludge for two days in October before the weather turned. We were able to inject around 300,000 gallons. If we are lucky the weather will warm up in November so we can continue.

The main electrical breaker for the treatment facility is weak and spongy and the electricians are worried that it will not re-energize the next time it is turned off. The #1 lug is loose and will not tighten anymore resulting in a phase imbalance when the emergency generator runs. The breaker is 34 years old and over the years the newer breakers have gotten smaller therefore we will need a conversion kit to go with the breaker to fit on the Master Control Center (MCC) buss bar. The quote came back at \$9,939 for the installation /retrofit. There is still \$35,000 left in 2019's Wisconsin Replacement Fund account to cover the cost. I will need the Board's approval to go forward with the repair.

The damaged conduit and wires for the sludge storage mixers have been replaced.

There has not been any word from Wohlt Creamery regarding continuing the dialog for a sewer usage agreement. I will keep you posted on any progress.

DIGESTER PROJECT:

The main heat exchanger and the small boiler have been put in place however they are waiting for the roofers to get done so the exhaust stack can be installed. The north digester has had the major cracks injected and now they are waiting for the painters to put the new coating on the concrete. The lower temperatures have forced the painters to tent the digester to maintain 38 degrees or higher to spray the epoxy. November 8th the large crane is scheduled to place the cover back into the digester. Depending on the cure rate of the epoxy we should be able to restart the South Digester with the new mixing system by the 3rd week of November. If we are lucky the weather will be back in the 60's for us to clean out the North digester for it's repairs. The contractors, except for the painters have made up ground and are only a week or so behind schedule on the mechanical and concrete work. The painters however are behind roughly a month. Chances are high that this project will go into February.



After the grit pump room walls and floor were sandblasted and dewatering pumps were removed there has been a decent amount of water leaking into the basement from the higher river levels. Puddles are forming creating a hazardous work space. There will be a trough type drain installed along the length of the concrete pad shown in the picture to channel this water to an existing drain. Cost is unknown at this time.



Wohlt Cheese							
Month	Flow	BOD		TSS		Phos.	
	gals	mg/L	lbs	mg/L	lbs	mg/L	lbs
Jan	11121	1033	103	677	66	34.9	3.3
Feb	7636	1088	86	732	57	33.2	2.6
Mar	7742	1284	125	675	75	33.0	3.0
April	13017	1331	151	940	102	34.2	3.8
May	13074	1046	116	803	86	31.3	3.4
June	12597	1212	124	1361	119	35.9	3.6
July	13268	1111	136	746	88	26.3	3.1
Aug	12555	1054	117	763	85	27.2	3.0
Sept	17007	767	122	476	75	21.5	3.3
Oct	18910	619	81	472	55	15.8	2.0
Nov							
Dec							
Ave	12692	1055	116	764	81	29.3	3.1
Max	18910	1331	151	1361	119	35.9	3.8
Min	7636	619	81	472	55	15.8	2.0

Influent							
Month	Flow	BOD		TSS		Phos.	
	mgd	mg/L	lbs	mg/L	lbs	mg/L	lbs
Jan	1.0264	208	1800	227	1991	4.7	41.6
Feb	0.8486	249	1813	217	1572	5.7	41.1
Mar	2.0985	174	2605	151	2081	3.9	53.9
April	2.3697	117	2223	152	2876	3.4	64.0
May	1.8861	168	2731	213	3449	3.9	63.1
June	1.4323	165	2006	213	2681	4.6	55.0
July	1.1764	210	2028	264	2560	5.5	53.0
Aug	0.8799	246	1854	346	2681	5.7	43.1
Sept	1.5837	197	2381	221	2646	4.7	57.8
Oct		135		198		3.5	
Nov							
Dec							
Ave	1.4780	187	2160	220	2504	4.5	52.5
Max	2.3697	249	2731	346	3449	5.7	64.0
Min	0.8486	117	1800	151	1572	3.4	41.1

Effluent							
Month	Flow	BOD		TSS		Phos.	
	mgd	mg/L	lbs	mg/L	lbs	mg/L	lbs
Jan	1.1674	2	21	4	38	0.3	2.7
Feb	0.9654	1	5	4	36	0.2	1.7
Mar	2.1674	5	115	8	174	0.5	10.8
April	2.3688	6	128	11	223	0.5	9.0
May	1.9608	3	46	6	106	0.3	5.6
June	1.5293	5	68	15	227	0.5	6.9
July	1.3246	4	42	7	73	0.4	4.3
Aug	1.0313	2	29	5	47	0.3	2.5
Sept	1.6970	4	55	7	116	0.4	6.3
Oct		1		4		0.2	
Nov							
Dec							
Ave	1.5791	3	57	7	115	0.4	5.5
Max	2.3688	6	128	15	227	0.5	10.8
Min	0.9654	1	5	4	36	0.2	1.7
	Limit:	25		30		1.0	

Utility							
Month	Rain	Super-natent	Ferric	Methane	Natural Gas	Water	Electricity
	in.	gal	gal	ft ³	ft ³	gal	
Jan	0.11	11,746	87	40	46	754	
Feb	0.17	10,200	86	40	47	546	
Mar	0.32	2,519	65	35	41	659	
April	0.31		108	64	23	769	
May	0.37		77	56	21	1,006	
June	0.31	15,968	92	22	28	1,294	
July	0.39	11,241	88		25	1,272	
Aug	0.20	22,016	83		18	1,528	
Sept	0.57	5,051	82		22	1,159	
Oct	0.29		69		24	723	
Nov							
Dec							
Ave	0.30	11,249	84	43	29	971	
Max	0.57	22,016	108	64	47	1,528	0
Min	0.11	2,519	65	22	18	546	0

Hauled Waste		
Month	Holding	Septic
	Total gals	Total gals
Jan	757,050	63,250
Feb	647,350	79,150
Mar	1,053,600	120,750
April	1,031,740	239,700
May	1,218,830	553,350
June	939,415	510,200
July	1,016,485	427,650
Aug	872,920	432,200
Sept	865,615	302,200
Oct	917,840	384,650
Nov		
Dec		
Total:	9,320,845	3,113,100
\$/gal	0.00875	0.02000
Total:	\$81,557.39	\$62,262.00

Mercury		
Quarterly	Inf	Eff
	ug/L	ug/L
Jan		
Feb	407.00	0.73
Mar		
April		
May	52.30	0.82
June		
July		
Aug	58.30	1.18
Sept		
Oct		
Nov		
Dec		
Max	407.00	1.18
Min	52.30	0.73
Limit:		1.30

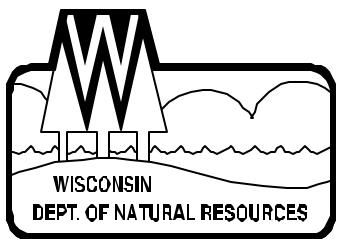
Ammonia	
Month	mg/L
Jan	<.14
Feb	0.76
Mar	3.7
April	6.3
May	12
June	8.3
July	5.3
Aug	0.15
Sept	<0.15
Oct	
Nov	
Dec	

Whole Effluent Toxicity	
Pass	

Fecal Coliform	
Month	
May	25
June	96
July	53
Aug	16
Sept	124
Limit	400

ATV Route Guideline and Suggestions

(A Community Official's Handbook)



**Produced by the Bureaus of Law
Enforcement and Community Financial
Assistance**

Publ # LE-109 4/03

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ATV Route Guideline and Suggestions
(A Community Official's Handbook)

This guideline and attached suggested ordinance is provided to assist the county, town, city, or village administrator with examining the considerations for ATV routes within the community.

There are specific statutes and codes that govern routes. A complete list of the statutes and codes are provided in the appendix of this guideline.

Original Route Intent - The route is generally recognized as a means to connect the terminal end of a trail (when it is obstructed by a city, village, river, railroad track or other impediment) back to the trail on the other side of the obstruction.

Route - A Route is a highway or sidewalk designated for use by ATV operators by the governmental agency having jurisdiction. Routes are identified at the beginning point by a 24"X18" sign showing a white silhouette of an ATV on a green background. White directional arrows (12"X9") on a green background, show the continuation of the route.

Trail - A trail is a marked corridor on public property or on private lands subject to public easement or lease, designated for use by all-terrain vehicle operators by the governmental agency having jurisdiction, but excluding roadways of highways except those roadways which are not seasonally maintained for motor vehicle traffic. Trails are identified by 6"X6" signs showing a white silhouette of an ATV on a brown background.

State law does not allow ATV residential or lodging access within communities in the manner that is afforded to snowmobile users. However, significant trends involving routes have been seen within several communities recently. These trends are in two forms; 1) Attempt to mimic the snowmobile statutes by opening all town roads to ATV use, 2) Create routes for meaningful riding experiences or as total means of ATV recreation. Providing the latter as a riding experience is generally contrary to the original route purpose, safety practices and machine design. Regardless of the trend's purpose, neither of these route types is created in the context of the original route function. But, is that all bad? Deciding whether these types of (route) uses hold positive or negative effects greatly depends on individual circumstances within the community. It is difficult to broad brush either trend good or bad, but loosely, both trends raise concerns for the Department of Natural Resources (DNR), which is charged with the ATV safety and law enforcement components.

Before we begin to discuss the finer points of routes, signage and legal requirements, we should first discuss the unsaid and perhaps the intangibles that affect ATVers, routes, communities and of course you, the administrator.

There are several of these intangible issues that will affect ATV use in your county and as the community administrator it is incumbent upon you to consider each area carefully. Some of the considerations are; **Safety & Liability, Law Enforcement, Tourism & Community Acceptance**.

Safety & Liability

The single most important route consideration will be the safety of all ATV riders, pedestrians, bicyclist, automobile operators and others. As the administrator and potentially the advocate for the adoption of a route, you should know certain things about ATVs and the way they handle so that you can make informed recommendations.

It seems simple enough that ATV routes will likely increase ATV user participation. With that said, you might not have considered that the ATV riding public would be subject to more frequent intermingling with automobiles. The more automobiles and ATVs mix the higher the risk to each party, especially when you consider the following;

Many of the ATVs in use today are not equipped with brake lights; taillamps yes, but not brake lights; this includes currently produced machines. When you realize this fact you can certainly see mixing ATVs with motor vehicles in a very different light.

The lack of brake lights complicates a young rider's multitasking skills when coupled with the need to use both hands to handle the ATV and the need to use hand signals. Add this to required braking, (needed) quick decision-making skills and you can have a very confused rider, not to mention an unsafe one.

- You should note that the DNR has concerns about increasing the use of ATVs on roadways with a broad-brush approach. The entire engineering makeup of an all-terrain vehicle is based on the premise of off-road use. Specifically, the ATV tires dictate that the machines be used off the roadway. All-terrain vehicle tires are designed to provide tread slip under some conditions, yet provide grip under others. The majority of problems associated with roadway accidents are a result of losing control due to the physics of tire and roadway incompatibility. The mere change in the road surface can and does cause crashes when not used properly.

Considerations should be given to route speed limits when changes in road surfaces occur. Changing from pavement to mud, gravel, etc. or any combination thereof can create a hazardous riding situation if speeds are excessive. The ATV will handle differently on each surface.

- An additional complication is noted when all-terrain vehicles are operated with one set of wheels on the paved portion of the road and the other set of tires on the non-paved portion of the road. The wheels on the paved portion grip the roadway with stress and rotate slower than the wheels on the non-paved surface. This type of operation coupled with a turn, slight bump or rut can create a physical upset of the machine under certain conditions.

ATVs can be used responsibly on paved roadways when precautions are taken to reduce the crash potential. Anecdotal accounts by reviewing ordinances have noted route speed restrictions from 10-25 mph. Also, when applicable, the ordinances mimic state speed

ATV Route Guideline and Suggestions
(A Community Official's Handbook)

restrictions, restricting operation to 10-mph when within 100 feet of pedestrians and when within 150 feet of a home. Although it's required by state statute, route ordinances have generally restated:

- Headlights and tail lights must be turned on at all times
- Youth under 16 are required to have safety certificates
- All persons under 18 operating and/or riding on an ATV must wear a helmet

Of all the areas that can truly create discomfort for an administrator, it will be in the area of public safety and the need to act reasonably. The administrator or town/county official should be mindful to any area involving the safety of the ATVing public.

Suggestion: Prior to creating a route, consider the amount and type of automobile traffic the road receives; the potential number of ATV riders that will use the route, ATV rider age potential, speeds that can be generated by ATVs, proper speed limits, stop signs/lights, intersections, pedestrian traffic, road surfaces (pavement, ice, mud, gravel,).

Law Enforcement

The ATV statutes and codes fall specifically within the DNR's jurisdiction, but that doesn't mean as much as you might think when considering who actually enforces these laws. Certainly, conservation wardens enforce ATV laws and in addition so can an officer of the state traffic patrol under s. 110.07 (1), inspector under s. 110.07 (3), county sheriffs/deputies or municipal peace officers. But, the assumption that conservation wardens will be the main law-enforcing officers of these laws (routes) will be a mistake that could cause distress for the administrator later on.

DNR Law Enforcement...

The DNR has 4-position (FTE) equivalents that are dedicated to the ATV program. These equivalents translate into 7,320 hours. The hours are distributed among the entire warden service (209) and are used for a variety of ATV related duties; including law enforcement, safety education, court, maintenance, accident investigation, public relations, and other activities. Unfortunately, this breakdown also translates into roughly nine hours of enforcement work that is available per warden/ year. The "DNR-hours dilemma" is that the agency is not authorized to work time beyond what the legislature has granted and there has been limited success in acquiring new FTE. Results: The DNR must rely heavily on local enforcement efforts.

County Law Enforcement...

The DNR provides grant money to counties for ATV law enforcement purposes. However, the county sheriff's offices are the only law enforcement branch eligible for the

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(A Community Official's Handbook)

grants. Of the 72 Wisconsin counties, only 18-20 have traditionally participated in the patrol grant process and only \$70,000 state dollars are available for distribution.

Local Law Enforcement...

Local enforcement efforts besides the sheriffs' have generally been limited as well. Part of limited enforcement efforts could be because of grant ineligibility: cities and villages cannot apply. Additionally, when a city or village determines priorities for deploying officers and working criminal activity, ATV riding can receive low rankings and can be even lower on the agency's priority list. The results can sometimes yield high numbers of violations, high complaints and low community tolerance - end result - frustration and trail/route closures.

An additional consideration - Most towns do not employ their own law enforcement officers as do cities and villages. Creating a route in the township, away from the city or village, places additional law enforcement responsibility upon the DNR and/or sheriff patrols. Under current conditions increased coverage is not likely to be available.

To be successful, local law enforcement must support the use of ATVs and the use of a route(s) or at least commit to help keep problems to a minimum. If law enforcement is not available to handle the problems that may occur with associated/increased use, you will suffer the effects of poor planning even if the route is later removed.

Suggestion: Consider your law enforcement resources carefully prior to creating a route.

Tourism & Community Acceptance

ATV use within the community has been on the increase, and at times it's been increasing despite the lack of trails and or routes. One of the benefits of having an ATV trail interrupted by a city is that a properly placed route can divert ATV traffic to local businesses as long as the route passes adjacent to the businesses. Restaurants, motels, gas stations and chambers of commerce can see a substantial increase in foot traffic that is delivered via ATV. There are both pros and cons to the diverted ATV use in the business community.

- ATVs use can bring tourism dollars to the business.
- Increased ATV use in the city/village can bring congestion, which in turn will create frustrations for automobile operators and ATVers.
- At times, ATV users may take shorts cuts with automobile right of way laws.
- Increased ATV use among automobile traffic increases apprehensions about risking vehicular collisions, not only for citizens, but law enforcement as well.
- A small number of ATV users will take liberty by "exploring" areas/roads away from the route and will create a negative image for all ATV users.

ATV Route Guideline and Suggestions

(A Community Official's Handbook)

Route signing must be clear to everyone. Adjustments may be necessary if ATV users constantly become lost or stray from the route. This should not be a problem with a properly posted route.



The use of posted signs showing *NO ATVs* can prevent problems ahead of time. However, once you begin to use a system of signs, you must stay with it. The [Trail Signing Handbook \(PUB-CF-023\)](#) will provide the proper guidance for posting legally required signs. Review your routes - the ATVer may be confused if you post the *NO ATV* sign at some intersecting roads and then fail to place them at others. Inconsistency may give the impression that it's okay to ride there.

Look beyond your own community and attempt to determine the effects a route will have on adjoining towns, cities or villages or county, state or federal lands. Will the other town/city/village accept the dead-end traffic to their jurisdiction? Will the route end up connecting to another route or trail? Does the route fulfill the original intentions of the route concept?

Suggestion: Consider carefully, the totality of the circumstances; law enforcement needs/requirements, community acceptance, tourism benefits and safety (vehicle and ATV) prior to creating a route. Consider the long term results and/or comments (pros and cons) that you might receive, or the comments town officials and law enforcement may receive. Consider ATV traffic that may unintentionally divert from the route to business services that are not directly adjacent to the route.

MEETING THE LEGAL REQUIREMENTS FOR ROUTES

Process

- A. When the route ordinance has been passed/approved by the local jurisdiction, the clerk of jurisdiction MUST send a copy of the route/ordinance to:

Department of Natural Resources
ATTN: ATV Section
P.O. Box 7921,
Madison, WI 53707

- B. The clerk of jurisdiction MUST also send a copy of the route/ordinance to the law enforcement agency having jurisdiction over the highway(s).

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- C. The unit of government that designated the route SHALL post the proper route signs or ensure that it is done. Sometimes the county, town, city or village, while maintaining supervisory responsibility, designates this task to an ATV club or an ATV association. Ultimately the designating unit of government is responsible for signing the route.

NOTE: Failure to sign the route, yet allowing ATVs to operate, sets a dangerous stage for litigation to follow any ATV accident that occurs on the unsigned route.

Failure to sign a route also creates very difficult enforcement situations. Law enforcement officers, especially state officers or county officers who may not be as closely connected to the city or village activities, won't always know that a route/ordinance has been adopted. In fact, this is more likely to be the case than not. If this circumstance arises and the officer observes an ATV operating on a roadway (unsigned route), the instinctual response is to determine the lawfulness of the operation. Even though the operator may feel that he/she is legally operating pursuant to the route allowances (which are written on paper only), the person may in fact be violating the law. The governing body that failed to place the signs is also culpable. Keep in mind that if an ATV route/ordinance is passed, the ATVers will likely be the first to know of it and will attempt to use it immediately.

A citation issued under these circumstance immediately draws negative attention to the governing body that created the route and every official that deals with the charge; including the judge and the officer.

The DNR does not have ordinance review authority over routes or the ordinances governing routes, but suggestions are made when inconsistencies are found .

A complete set of guidelines for signing trails can be located in the Department of Natural Resources "Trail Signing Handbook" Publication number PUB-CF-023.

GRANTS AND REIMBURSEMENTS - ELIGIBILITY (PAYING FOR SIGNS)

The cost of the initial set of route signs (to and from a trail and/or from a trail to services and back to a trail) is eligible for grant funds. However, you should know that the DNR distributes available funds using a ranking system. Most of the grant applications (for route signs) do not rank high enough to receive priority during the grant distribution setting process. Therefore, the county, town, city or village is often left with paying for the signs completely. This result often places the unit of government in a difficult position to make a conscious decision "**To sign or Not to sign.**" Taking the later approach is tempting, especially when the all town roads have been opened as a route.

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The DNR discourages towns from managing routes in this manner. The cost for maintaining a route is not a reimbursable expense.

NOTE: Merely placing one sign at the village, city or town limits and attempting to notify the public that the entire set of roads within the jurisdiction are considered routes, will not be sufficient to comply with the route-signing requirements. Each road designated as a route must be marked in accordance with the route-signing handbook Pub-CF-023 99Rev.

The Grant Application process is -

- ✓ Complete and submit form 8700-159, which includes a brief description of your project and a breakdown of the type of sign, quantity, and price. This must be accompanied by the following documents:
- ✓ An ordinance passed by the municipality at a formal meeting,
- ✓ A map of the municipality identifying the roads being opened, where services are and where signs are being proposed, and
- ✓ A resolution approving the municipality's participation in the program (a sample is on the back of 8700-159).

Applications must be received by April 15 of each year. Funding is based upon priorities.

NOTE: Before completing your ordinance or application, it is recommended that you talk to your Community Services Specialist and/or local warden about the project.

SUGGESTED ATV ROUTE/ORDINANCE FORMAT

All-Terrain Vehicle Route

Village of Dunn, Dane County



**AN ORDINANCE DESIGNATING ALL-TERRAIN VEHICLE ROUTES AND
REGULATING THE OPERATION OF ALL TERRAIN VEHICLES**

Section I - Intent

The Village of Dunn, Dane County adopts the following all-terrain vehicle route for the operation of all-terrain vehicles upon the roadways listed in Section III.

Following due consideration of the recreational value to connect trail opportunities and weighted against possible dangers, public health, liability aspects, terrain involved, traffic density and history of automobile traffic, this route(s) has been created.

Section II - Statutory Authority

This route is created pursuant to village authority under section 1.1.01 as authorized by 23.33 (8) (b), Wis. Stats.

The applicable provisions of 23.33 regulating ATV operation pursuant to routes are adopted.

Section III - Routes

The following roads are designated as routes

- A. Clancy Road, beginning at Road 1 and ending at Town Line Road.
- B. Johnsonville Lane in its entirety.
- C. Said routes are further described and identified by the attached map.

Section IV - Conditions

As a condition for the use of this route, the following conditions shall apply to all operators (and passengers);

- A. All ATV operators shall observe posted roadway speed limits.
- B. All ATV operators shall ride single file.
- C. All ATV operators shall slow the vehicle to 10-mph or less when operating within 150 feet of a dwelling.
- D. Routes must be signed in accordance with NR 64.12, and NR 64.12(7)c.

ATV Route Guideline and Suggestions
(A Community Official's Handbook)

Section V - Enforcement

This ordinance shall be enforced by any law enforcement officer authorized to enforce the laws of the state of Wisconsin.

Section VI - Penalties

Wisconsin state All-Terrain Vehicle penalties as found in s. 23.33 (13) (a) Wis. Stats., are adopted by reference.

Section VII - Severability

The provision of this ordinance shall be deemed severable and it is expressly declared that the County/Town/City/Village would have passed the other provisions of this ordinance irrespective of whether or not one or more provisions may be declared invalid. If any provision of this ordinance or the application to any person or circumstances is held invalid, the remainder of the ordinance and the application of such provisions to other persons circumstances shall not be deemed affected.

Section VIII - Effective Date

This ordinance becomes effective upon passage and publication.

Passed this 10th Day of January 2010

Dunn Village Clerk

All-Terrain Vehicle _____

_____ of _____

AN ORDINANCE DESIGNATING _____

Section I - Intent

The _____ of _____
adopts the following all-terrain vehicle ordinance/route for the operation of all-terrain vehicles upon the roadways listed in Section III.

Following due consideration of the recreational value to connect trail opportunities and weighted against possible dangers, public health, liability aspects, terrain involved, traffic density and history of automobile traffic, this ordinance has been created.

Section II - Statutory Authority

This route is created pursuant to _____
authority under _____ as authorized by 23.33 (8) (b), Wis. Stats.

Optional - the provisions of 23.33 are adopted.

Section III - Routes

The following roads are designates as routes;

- A. _____
- B. _____
- C. Said routes are further described and identified by the attached map.

Section IV - Conditions

As a condition for the use of this route, the following conditions shall apply to all operators (and passengers where applicable);

- A. _____
- B. _____
- C. Routes must be signed in accordance with NR 64.12, and NR 64.12(7)c.

Section V - Enforcement

This ordinance shall be enforced by any law enforcement officer of the _____, _____, County, Wisconsin.

Section VI - Penalties

Wisconsin state All-Terrain Vehicle penalties as found in s. 23.33 (13) (a) Wis. Stats., are adopted by reference.

Section VII - Severability

The provision of this ordinance shall be deemed severable and it is expressly declared that the _____ would have passed the other provisions of this ordinance irrespective of whether or not one or more provisions may be declared invalid. If any provision of this ordinance or the application to any person or circumstances is held invalid, the remainder of the ordinance and the application of such provisions to other persons circumstances shall not be deemed affected.

Section VIII - Effective Date

This ordinance becomes effective upon passage and publication.

Passed this _____ Day of _____, 20_____

_____, Clerk

Appendix B
ATV ROUTES

A Reference of Statutes and Codes

23.33(1)(c) "All-terrain vehicle **ROUTE**" means a highway or sidewalk designated for use by all-terrain vehicle operators by the governmental agency having jurisdiction as authorized under this section.

23.33 (4) Operation on or near highways.

- (d) Operation on roadway. A person may operate an all-terrain vehicle on the roadway portion of any highway only in the following situations:
 - 4. On roadways which are designated as all-terrain vehicle **ROUTES**. Operation of all-terrain vehicles on a roadway which is an all-terrain vehicle **ROUTE** is authorized only for the extreme right side of the roadway except that left turns may be made from any part of the roadway which is safe given prevailing conditions.
- (e) Operation adjacent to roadway. A person may operate an all-terrain vehicle adjacent to a roadway on an all-terrain vehicle **ROUTE** or trail if the person operates the all-terrain vehicle in the following manner:

23.33 (8) ROUTES and trails.

- (a) Department authority. The department shall encourage and supervise a system of all-terrain vehicle ROUTES and trails. The department may establish standards and procedures for certifying the designation of all-terrain vehicle ROUTES and trails.
- (b) **ROUTES**. A town, village, city or county may designate highways as all-terrain vehicle **ROUTES**. No state trunk highway or connecting highway may be designated as an

all-terrain vehicle **ROUTE** unless the department of transportation approves the designation.

- (d) Restrictions. The designating authority may specify effective periods for the use of all-terrain vehicle **ROUTES** and trails and may restrict or prohibit the operation of an all-terrain vehicle during certain periods of the year.
- (e) Signs. The department, in cooperation with the department of transportation, shall establish uniform all-terrain vehicle **ROUTE** and trail signs and standards.
- (f) Interference with signs and standards prohibited.
 - 1. No person may intentionally remove, damage, deface, move or obstruct any uniform all-terrain vehicle **ROUTE** or trail sign or standard or intentionally interfere with the effective operation of any uniform all-terrain vehicle **ROUTE** or trail sign or standards if the sign or standard is legally placed by the state, any municipality or any authorized individual.
 - 2. No person may possess any uniform all-terrain vehicle **ROUTE** or trail sign or standard of the type established by the department for the warning, instruction or information of the public, unless he or she obtained the uniform all-terrain vehicle **ROUTE** or trail sign or standard in a lawful manner. Possession of a uniform all-terrain vehicle **ROUTE** or trail sign or standard creates a rebuttable presumption of illegal possession.

23.33 (9) Administration; enforcement; aids.

- (b) All-terrain vehicle projects. Any of the following all-terrain vehicle projects are eligible for funding as a state all-terrain vehicle project from the appropriation account under s. 20.370 (1) (ms) or for aid as a nonstate all-

terrain vehicle project from the appropriation accounts under s. 20.370 (5) (ct) and (cu):

3. Development of all-terrain vehicle **ROUTES** or all-terrain vehicle trails.
4. Development or maintenance of a snowmobile **ROUTE** or trail or an off-the-road motorcycle trail or facility if the **ROUTE**, trail or facility is open for use by all-terrain vehicles.
5. Maintenance of all-terrain vehicle **ROUTE** or all-terrain vehicle trails.

23.33 (11) Local ordinances.

- (a) Counties, towns, cities and villages may enact ordinances regulating all-terrain vehicles on all-terrain vehicle trails maintained by or on all-terrain vehicle **ROUTES** designated by the county, city, town or village.
- (am) Any county, town, city or village may enact an ordinance which is in strict conformity with this section and rules promulgated by the department under this section, if the ordinance encompasses all aspects encompassed by this section.
- (b) If a county, town, city or village adopts an ordinance regulating all-terrain vehicles, its clerk shall immediately send a copy of the ordinance to the department and to the office of any law enforcement agency of the municipality or county having jurisdiction over any highway designated as an all-terrain vehicle **ROUTE**.

23.33 (13) Penalties.

- (f). Restoration or replacement of signs and standards. In addition to any other penalty, the court may order the defendant to restore or replace any uniform all-terrain vehicle **ROUTE** or trail sign or standard that the

ATV Route Guideline and Suggestions
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defendant removed, damaged, defaced, moved or obstructed.

ANNOT. County forest roads open to vehicular traffic are highways that can be designated as **ROUTES** under sub. (8) (b). 77 Atty. Gen. 52.

RULES AND REGULATIONS

NR 64.12 ROUTES.

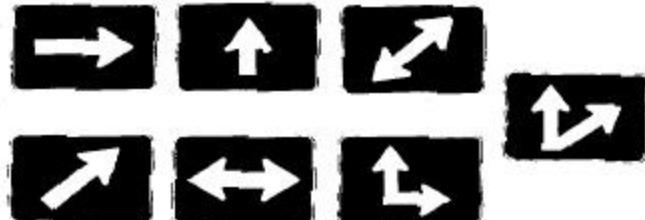
- (2) "All-terrain vehicle **ROUTE**" means a highway or sidewalk designated for use by all-terrain vehicle operators by the governmental agency having jurisdiction.

NR 64.12 ROUTES.

- (1) An all-terrain vehicle **ROUTE** may be established by a town, city, village or county by adopting an ordinance designating a highway as an all-terrain vehicle **ROUTE** and signing the highway in accord with s. 23.33 (8), Stats., and rules of the department.
- (2) A town, city, village or county may adopt an ordinance designating a state trunk highway or connecting highway as an all-terrain vehicle **ROUTE** if the department of transportation approves the designation.
- (3) A town, city, village or county may adopt an ordinance designating a sidewalk of a state trunk highway bridge as an all-terrain vehicle **ROUTE** with the approval of the department of transportation.
- (4) A town, city, village or county may designate a **ROUTE** as an all-terrain vehicle **ROUTE** during certain periods of the year and prohibit the operation of all-terrain vehicles on that **ROUTE** during other periods of the year.
- (5) All-terrain vehicle operation is not permitted on state trunk highways or connecting highways except as provided for under s. 23.33 (4), Stats., or sub. (2) or (3).
- (6) No person may operate an all-terrain vehicle on a restricted all-terrain vehicle **ROUTE** during any period of the year when the operation of all-terrain vehicles is prohibited.

- (7) Signs for all-terrain vehicle **ROUTES** on highways and sidewalks designated for use by the governmental unit having jurisdiction as authorized under s. 23.33 (8), Stats., shall meet the following requirements:
- (a) The all-terrain vehicle **ROUTE** sign shall have a reflectorized white symbol, border and message on a reflectorized green background. The standard and minimum size of this sign shall be 24"X18". The sign, including the stylized all-terrain vehicle symbol and the word message "ATV **ROUTE**", shall conform to the standard design on file in the department of transportation.
 - (b) The directional arrow marker (M7 series) shall have a reflectorized white arrow and border on a reflectorized green background. The standard and minimum size of a directional arrow shall be 12"X9".
 - (c) An all-terrain vehicle **ROUTE** sign with directional arrow, where appropriate, shall be placed at the beginning of an all-terrain vehicle **ROUTE** and at such locations and intervals as necessary to enable all-terrain vehicle operators to follow the **ROUTE**.

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**ALL TERRAIN VEHICLE ROUTE SIGN AND ARROWS
(M-7 SERIES)**

**GREEN REFLECTORIZED BACKGROUND WITH WHITE
REFLECTORIZIED LETTERS, SYMBOLS, AND BORDER**

- (d) All-terrain vehicle **ROUTE** signing shall be done by or under the direction of and is the responsibility of the unit of government which designates the all-terrain vehicle **ROUTE**.

NR 64.14 All-terrain vehicle trail aid.

- (1) **DISTRIBUTION.** The department shall distribute all-terrain vehicle project aids on the basis of a priority system according to the following priority ranked purposes;
- (a) Maintenance of existing approved all-terrain vehicle areas and trails, including **ROUTES**;
- (e) Acquisition of land in fee and development of new all-terrain vehicle areas and trails, including **ROUTES**.

(2m) **MAINTENANCE OF ROUTES.** The department may provide state aid up to 100% of the cost of the purchase of all-terrain vehicle **ROUTE** signs and arrows, trail crossing warning signs, and signs briefly explaining the intoxicated all-terrain vehicle operator law. All-terrain vehicle **ROUTES**, whether a part of an approved all-terrain vehicle trail or not, are not eligible for per mile maintenance payments under sub. (2).

(6) **Development**

(d) The department shall distribute aids for all-terrain vehicle areas and trail development projects, including **ROUTES**, considering the following criteria:

1. All-terrain vehicle **ROUTES**, areas and trails in counties where **ROUTES**, areas, and trails are in short supply in comparison to demand.
2. All-terrain vehicle **ROUTES** and trails that provide connecting loops or origin-destination segments over dead end segments.
3. All-terrain vehicle **ROUTES** or trails that provide connections from one jurisdiction to another.
4. All-terrain vehicle **ROUTES** and trails that have potential for year round use.
5. All-terrain vehicle **ROUTES**, areas and trails to be developed on publicly owned land or land under easements or other agreements for 3 years or greater.

MISCELLANEOUS STATUTES and references

84.02(1) Designation. The system of highways known as the trunk highway system heretofore selected and laid out by the legislature and by the highway commission and by special legislative state trunk highway committees and approved by said highway commission and as revised, altered and changed by and under authority vested by law in the highway commission, is hereby validated and confirmed and designated the state trunk highway system but without prejudice to the exercise of the power given to change such system, and all acts by which parts of said system were heretofore adopted or declared to be trunk highways are confirmed and validated. Section 80.32 (2) does not apply to the state trunk highway system.

84.02(11) Connecting highways. The state trunk highway system shall not include the marked routes thereof over the streets or highways in municipalities which the department has designated as being connecting highways. Those municipal streets or highways so excluded as state trunk highways but marked as such and designated as connecting highways are further described and the aids determined therefor under s. 86.32.

84.29 National system of interstate highways.

86.32(1) The department may designate, or rescind the designation of, certain marked routes of the state trunk highway system over the streets or highways in any municipality for which the municipality will be responsible for maintenance and traffic control and the maintenance and operation of any swing or lift bridge. Such maintenance, operation and traffic control of the connecting highways and swing and lift bridges shall be subject to review and approval by the department. Those marked routes of the state trunk highway system designated as connecting streets prior to July 1, 1977, shall become the connecting highways in municipalities which are eligible for aids payments under this section. The character of travel service provided by a route, uniformity of maintenance, the effect on the maintaining agency, and the municipality's maintenance capability will be considerations by the secretary, in cooperation with the municipalities and counties in making changes in the connecting highways of the state trunk highway system in municipalities. The decision of the secretary to designate or rescind a designation may be appealed to the division of hearings and appeals, which may affirm, reverse or modify the secretary's decision.

340.01 (22) "Highway" means all public ways and thoroughfares and bridges on the same. It includes the entire width between the boundary lines of every way open to the use of the public as a matter of right for the purposes of vehicular travel. It includes those roads or driveways in the state, county or municipal parks and in state forests which have been opened to the use of the public for the purpose of vehicular travel and roads or driveways upon the grounds of public schools, as defined in s. 115.01 (1), and institutions under the jurisdiction of the county board of supervisors, but does not include private roads or driveways as defined in sub. (46).

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340.01 (60) "State trunk highway" means any highway designated pursuant to s. 84.02 or 84.29 as part of the state trunk highway system, exclusive of connecting highways.

To view the state truck highway system, see "Official State Trunk Highway System Maps," Wisconsin Dept of Transportation, Division of Transportation Infrastructure Development

State Trunk Highways

"The Department of Transportation's (DOT) state trunk highway program is responsible for the construction, improvement and maintenance of the state's 11,752 mile trunk highway system."

"The responsibility for roads and highways is divided between local governments and the state. The state generally has jurisdiction over arterial roads, which function as corridors for interstate and interregional travel. This network is called the state trunk highway system. Generally, counties are responsible for collector roads, which serve short distance, intraregional traffic or provide connections between arterial roads and local roads. Municipalities are responsible for local roads, such as residential streets and town roads, which provide property access and short distance, local mobility services. Jurisdiction does not always follow this functional classification. For instance, a county road can begin to function as an arterial highway if traffic patterns change. However, current DOT policy is to align jurisdictional responsibilities with functional classifications whenever possible."

"Although state highways comprise only 10.5% of total road mileage, they carry 59.7% of the total traffic volume. Of the 11,752 miles of state highway in the system, about 87% are rural, 8% are urban and 5% are considered connecting highways."

Connecting Highways

"Connecting highways are state trunk highways that lie within the corporate limits of larger municipalities."

"State Trunk highway and Connecting Highways" - Source - John Dyck Wisconsin Legislative Fiscal Bureau, Madison, WI, 2001

ATV Route Guideline and Suggestions
(A Community Official's Handbook)

Appendix C



CITY OF NEW LONDON- PROPOSAL TABULATION

215 N. Shawano Street New London, WI 54961

2019/2020 Snow Removal Services

Proposals Close Thursday October 30 at 4:00 p.m.

Bidder	Sager Services	Bob & Dave's Lawn & Landscape Maintenance INC	Rowl's Auto Body & Snow Plowing	Mid-State Asphalt LLC
Bidder Contact	Eric Sager N3673 Jennings Rd New London, WI 54961	David Vanden Bloomen Jr PO Box 828 Kaukauna, WI 54130	John Rowl N3526 Bean City Rd New London, WI 54961	Corey Prinsen 519 N Shawano St New London, WI 54961

City Parking Lots and Alleys Snow Removal

Frontend loader w/blade/bucket 14 ft wide/greater per hour	\$ 110.00	\$ 150.00	NA	\$ 100.00
Utility tractor/skid steer w/blade/bucket 12 ft wide/less per hour	\$ 80.00	\$ 90.00	\$ 65.00	\$ 65.00
NOTES:				
Dump Truck w/plow 5 yard box/greater per hour	NA	NA	\$ 75.00	NA
Pickup truck or Small dump truck (pickup chassis) per hour	\$ 65.00	\$ 82.00	\$ 65.00	\$ 65.00
NOTES:	9.5' plows			
OTHER equipment per hour	\$ 110.00	NA	NA	NA
NOTES:	dump truck hauling (80) salt per 100 lbs (30)			

Neglected Sidewalk Snow Removal Services

Remove snow/ice from public sidewalks (100 ft per location) lump sum	\$ 60.00	\$ 55.00	\$ 55.00	NA
Remove snow/ice from public sidewalks (beyond 100 ft per location) \$ / ft	\$ 0.75	\$ 2.00	\$ 2.00	NA

**Joint meeting/discussion with the Parks & Recreation Committee*